

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

December 19, 2023

1:00 p.m.

Board Room / Microsoft Teams



1:00 p.m. **1. Move to In-Camera**

2:30 p.m. **2. Territorial Acknowledgement**

3. Consent Agenda

3.1 Facilities Committee Report	Enclosure 3.1
3.2 School Boundary Alignment Committee Report	Enclosure 3.2
3.3 Division School Council Report	Enclosure 3.3
3.4 Policy Advisory Committee Report	Enclosure 3.4
3.5 Poverty Intervention Committee Report	Enclosure 3.5
3.6 ATA Local Council Meeting Report	Enclosure 3.6

4. Approval of Agenda

2:32 p.m. **5. Approval of Minutes**

If there are no errors or omissions in the minutes of the Special Board Meeting of November 27, 2023, it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Regular Meeting of November 28, 2023, it is recommended that the minutes be approved by the Board and signed by the Chair.

2:35 p.m. **6. Business Arising from the Minutes**

2:40 p.m. **7. Associate Superintendents Reports**

7.1 Business and Operations	Enclosure 7.1
7.2 Instructional Services	Enclosure 7.2
7.3 Human Resources	Enclosure 7.3

3:00 p.m. **8. Superintendents Report**

8.1 Board Priorities Report	Enclosure 8.1
8.2 Donations and Support	Enclosure 8.2

	8.3	Acknowledgements of Excellence	Enclosure 8.3
	8.4	Calendar of Events	Enclosure 8.4
	8.5	Annual Assurance Results Report Addendum	Enclosure 8.5
3:30 p.m.	9. Presentations		
	9.1		
3:45 p.m.	10. Action Items		
	10.1	Superintendent Evaluation Committee	Enclosure 10.1
		Policy 301.3 Evaluation Process for Superintendent	
	10.2	Policy Advisory Committee	Enclosure 10.2
		Policy Advisory Committee TOR	
		5.4.1.1 Healthy Nutritional Choices Policy	
	10.3	Potential Kinder Care Pilot Program	Enclosure 10.3
4:00 p.m.	11. Division Highlights		
4:10 p.m.	12. Information Items		
	12.1	Board Chair Report	
		12.1.1 Community Conversations	Enclosure 12.1.1
5:00 p.m.	Public Forum		
		<i>Public Forum responses will be provided in the next Board meeting agenda.</i>	
5:15 p.m.	13. Correspondence Received		
5:35 p.m.	14. Correspondence Sent		
5:40 p.m.	Adjournment		



Lethbridge School Division

Facilities Committee

AGENDA

December 11th, 2023

Committee Members in attendance:

Genny Steed, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent,
Business and Operations

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

Allison Purcell, Board Chair

1 Updates on Projects:

1.1 Garry Station Elementary School

Thanks to good weather this project is on schedule. Utilities have been placed in the ground, stairwells are up, and gym walls are in fabrication to be swung in place in January.

1.2 Victoria Park Upgrade

The project has been planned in phases. The mechanical/electrical phase is starting to get everything ready for a floor-by-floor work. Work will begin on the third floor.

1.3 Galbraith Modernization Planning Funds

Consultants are preparing requests for information for the development of preliminary floor plans. Alberta Education is funding the costs, so preapproval for the go ahead to contract the consultants is required. Hoping to receive approval in early 2024.

1.4 West Side Study

Daniel Heaton has been working with a consultant on getting information for the study. Consultant has worked with developers and the City on gathering development information for West Lethbridge. A preliminary report will be complete in January and will be reviewed with stakeholders and the board prior to official release and submission to Alberta Education later in the school year.

1.5 Safety Monitors

Chris Chapman discussed the Safety Monitors going into WCHS, Chinook, Victoria Park and Lakie. The monitors not just monitor vaping/smoking activity but also serve as a safety monitor to alert administration to other activities are calls for assistance. Currently they are working on developing operating protocols with the administration of WCHS who will be the first to go live with the monitors. The monitors monitor vaping, smoking (any product), unusual activity (violence, gathering crowds), calls for help etc. These safety monitors support the Boards policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments in particular procedures

related to Student Safety, Supervision, Vandalism of School Property, and Possession and/or Misuse of Controlled Substances.

1.6 Other projects

An incident related to a falling light in the LCI Gymnasium was discussed. This was due to not removing fixtures several years ago when upgraded. A contractor was hired to address the situation and the gym is now safe from this hazard. As this gym is the only one with this type of ceiling, it is not a concern in other gyms.

2 2022-2023 IMR Spending and 2023-2024 IMR Spending Priorities

Information was provided related to IMR Spending in the 2022-2023 School Year. \$1.9 million was expended on a variety of projects, with \$731,000 on elementary schools, \$550,000 on middle schools and \$619,000 on high schools.

Spending priorities for IMR and CMR for 2023-2024 include:

CMR – Victoria Park Upgrade, Backbone Mechanical Electrical for Ventilation upgrade

IMR – Victoria Park Upgrade, Generator replacement at Park Meadows and General Stewart. Lighting at Lakeview Elementary, Planning for Cooling Tower Replacement at Dr. Probe Elementary Schools, Planning for Exhaust Replacement Boilers at Wilson Middle School, Cooling Tower Replacement at Gilbert Paterson and LCI, Planning for Boiler Replacement at LCI, Continued Science Lab Code Requirement Upgrades at LCI.



Interior Rendering of K-5 School now under construction in Garry Station. View is from Learning Commons looking down staircase to gathering space.

MEMORANDUM

December 19th, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: School Boundary Alignment Committee Meeting, December 11th, 2023

In attendance:

Craig Whitehead, Committee Chair (via TEAMS)
Allison Purcell, Trustee
Christine Light, Trustee
Mike Nightingale, Superintendent
Robbie Charlebois, Associate Superintendent, Human Resources
Christine Lee, Associate Superintendent, Business and Operations
Daniel Heaton, Director of Facility Services

Regrets:

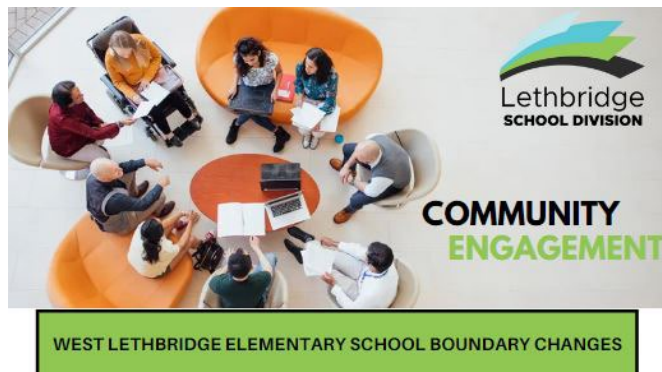
Cheryl Shimbashi, Transportation Coordinator

Meeting Highlights:

- The Committee discussed the community engagement sessions that were held on November 8th and 22nd.
- The Committee was provided with the results of the West Lethbridge Elementary School Boundary Changes Survey. The results included the raw survey data and high-level summary information. There were 168 responses with 86% of respondent's being parents, 10% staff, and 4% from general community. The full survey results will be sent to the Board of Trustees.
- The Committee discussed the preparation of a summary report to be posted on the Community Engagement website for the public to see the common themes from the survey. The document will be organized as "what we asked" and "what we heard". The goal is to have the summary up on the website as soon as possible.
- The Committee discussed ideas for next steps in engaging the community and data that is required as the Committee moves forward in considering possible options.
- The next meeting will be held on January 9th at 1 pm to further plan next steps in the boundary review process.

Respectfully submitted,

Craig Whitehead, Trustee
Chair, School Boundary Alignment Committee



MEMORANDUM

Nov. 28, 2023

To: Board of Trustees

From: Genny Steed, Trustee

RE: DIVISION SCHOOL COUNCIL MEETING REPORT

Division School Counsel met Dec. 4, 2023

- A parent learning session outlined the process for calendar development.
- It was shared with the committee that their request for three parent representatives to Policy Advisory Committee was approved by the board and Reps were appointed. It was recognized that three alternates will ideally be named as well. Appointments proceeded as follows:
 - Skye Curtis - elementary rep
 - Jamie Walburger - middle school rep
 - Viviana Lartiga - high school rep
 - Shelley Roest as high school alternate
 - Carrie Boschman as middle school alternate
 - Elementary school alternate position currently empty
- The Trustee Report was offered by Trustee Genny Steed. Highlights included:
 - 2024 Townhall Information
 - scheduled for Feb. 6, 2024
 - format is going to be a little different this year and Board is hoping to gather feedback from stakeholders on a long list
 - technology, kindergarten and early learning, future of education, etc. Attendees will be moved through different spaces to give as much feedback as possible/to give feedback multiple times.
 - Appointment of 3 temporary Lead teachers for extra-curricular
 - strategy developed by Superintendent and Division staff to address gaps across the division
 - temporary positions intended to conclude Feb. or March
 - Funding to come from money generated by the Division's International Education Fund (under the instructional budget)
 - Reported on the budget Audit and budget update received
 - The Division and Board are beginning preliminary work of looking at the Assurance Report
- Alberta School Councils Association
 - i. Annual membership was discussed. The function of ASCA was explained. On going discussion and consideration of the board

continuing to pay annual membership fees for all school councils. Request for access to those funds to be used by school councils, should they decide to discontinue membership.

- Superintendent's report highlights:
 - i. New funding announced - previously \$1000 received per child, increased to \$1500 for the first 100 students, then \$2000/ child. Anticipated to total additional \$700K.
 - ii. Town Hall - in the past the division has done 1-2 broad questions, we now want to do something more targeted. The goal is to glean a little more specific information for Board planning. There will be a survey in addition to the Town Hall but individuals should do the survey whether they attend the town hall in person or not. Survey will be open outside of town hall dates.
- Roundtable Reports a. Tisha - Nicholas Sheran had a really great market where the kids could buy and sell and learned how to count change.
- Next DSC meeting Jan. 15 @ 7pm, parent learning session 6:30

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Trustee Genny Steed

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Policy Advisory Committee

Background:

The Policy Advisory Committee met on Wednesday December 6, 2023. The following items were on the agenda:

Terms of reference for the Policy Advisory Committee

- The terms of reference for the Policy Advisory Committee have been updated to include additional representatives from Division School Council. There was also discussion regarding making the terms of reference more accessible.

Update on Board plans for policies and procedures

- The committee was given an update on the Board's work on reviewing policy and procedure processes.

Process for selecting policies to review

- The committee discussed potential changes to how policies are selected for review.

Increasing opportunities for community feedback regarding policies under review

- The committee discussed a variety of potential ways to provide community members with additional opportunities to provide feedback on policies that are under review.
- The committee discussed the potential for student voice in policy review.

Public presentations and public forum feedback

- The committee discussed public forums and public presentation processes in place.
- The committee expressed appreciation for both the public forum and public presentation processes.

Policy review

- Policy 504.11 Healthy Nutritional Choices – Policy sent to Board with recommendations.
- Policy 501.3.1 School Choice – Requires further revision prior to being sent to the Board.
- Policy 301.3 Evaluation of Superintendent – Policy sent to the Superintendent Evaluation Committee with recommendations.
- Policy 600.1 Guiding Principles for Educational Programming in Schools and Policy 600.2 School-Based Decision Making – Tabled until next meeting.

Recommendation

It is recommended that the Board receive this as information.

Respectfully submitted,
Mike Nightingale

Poverty Intervention Committee—December 13, 2023

ROLE	MEMBER	ATTENDANCE
Chair, Trustee	Christine Light	Y
Trustee	Genny Steed	Y
Interim Instructional Lead	Morag Asquith	Y
Family Support Supervisor	DeeAnna Presley-Roberts	Y
CUPE 2843	Jamie Westlund	Y
CUPE 290	John Cahoon	Regrets
ATA Principal	Jeni Halowski	Y
ATA Vice Principal	Catherine Thorsen	Regrets
ATA High School Teacher	Jena UrselSemach	Y
ATA Middle School Teacher	TBD	
ATA Elementary Teacher	TBD	
Counselling Coordinator	TBD	
Counselling Representative	Carleen Meyer	Regrets
Indigenous Education Coordinator	Joel Tailfeathers	Y-Teams
DSC Representative	Sara Algren	Y
AHS Representative	Victoria Hecker	Regrets
Community Partner Representative	Luke Watson	Regrets

1. Financial Update:
 - a. Donations received after Nov. 30:
 - i. \$4000 (CUPE 2843)
 - ii. \$250 (Season Retirement)
 - iii. \$10,000 (anonymous)
 - b. Total spent so far this quarter: \$15, 907
2. New infographic poster and awareness banner can be found on the web site. Viewers are able to donate through link directing them to Schoolcash Online. Donations over \$10 receive a tax claim.
3. Family Support is working with 91 families so far this year. Currently, 79% of families are struggling financially (up from 47% last quarter).
4. Christmas Hope Campaign still ongoing; Angel Tree increased registrations to 4500 (up from 3800 last year). Registration link: www.christmashope.ca
5. Challenge of inadequate housing discussed as most challenging crisis in city. Lethbridge Housing has secured a lot on Stafford Dr. N for subsidized/transitional housing.
6. Luke is communicating with DeeAnna regarding the E Free Church donating to the March WAM Bag collection.
7. Economic requests this quarter: 188
 - a. Winter attire requests: 87. Schools have been accessing My City Care and YQL Shoes prior to requesting PIC funds
 - b. WAM: 80
 - c. Indoor Shoes: 22
 - d. Hygiene: 22 (there have been no additional donations of hygiene products)
8. Discussion of PIC purpose and priorities was discussed at DSC; conversation directed to move to schools for further understanding.
9. Potential fundraising opportunities were discussed.
10. Concerns around rising cost of international trips was discussed and accessibility to all students to participate.
11. Mobile Health Unit partnering with WCHS to allow student ease of access for health care needs.

12. Nutrition Program is being utilized by schools more this year than in the previous year.
13. Kainai Childrens Services were going to pay bills and groceries for families living off reserve, taking care of their own kids. The demand for requests was high and overwhelming, affecting Ed Centre with verification requests.
14. Fundraising sub-committee shared developing fundraising campaigns for the new year. Idea of having specific items on SchoolCash to donate for was discussed (I.e. lunch, winter coat, etc). Lucie will create a file to hold fundraising ideas. The purpose of this file is ease of transition of information. This file can be accessed by request or at future meetings.

Next Meeting: March 12, 2024

Respectfully submitted,
Christine Light

MEMORANDUM

Date: Dec 7, 2023

To: Board of Trustees

From: Trustee Name, Trustee

RE: Committee Name: ATA Local Council
Meeting Date: December 6, 2023

Very quick meeting with a number of members away and/or sick.
Excellent meal after meeting ... should have been there ...

Professional Development

- Still a small surplus in PD funds left over from Covid which is invested in a GIC
- Looking at possible PL opportunity regarding future use of AI as a teaching tool
- Spring Wellness Day 2.0 for elementary teachers will take place on March 18th
- PD Committee exploring possibility of supporting members with the purchase of passes to community organizations that are relatable to teaching assignments, such as Helen Schuler, Galt Museum, Fort Whoop Up, etc.

Social Committee

- Curling Bonspiel on November 17th had 9 teams
- New Teacher Induction will be on Thursday March 21st at Sandman Signature

Scholarships

- Local 41 is giving out two (2), \$2,000 scholarships from 42 entries
- Was not able to get the names of the two recipients

Provincial

- Criminal Records Checks are required every 5 years and are due Jan 1, 2024
- Teachers who have not provided one or show evidence of applying for one may be placed on leave
- 47 local bargaining units have reached agreements
- Two locals (Edmonton Public & Rocky View) have authorized a strike vote
- In our area, Lethbridge, Livingston Range, Horizon & Westwind have concluded bargaining.
- Palliser is in medication
- Holy Spirt has yet to open

Respectfully submitted,

Tyler Demers

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD NOVEMBER 27, 2023.

In Attendance:

Trustees: Christine Light; Allison Purcell; Genny Steed; Kristina Larkin, Tyler Demers, Andrea Andreachuk,
Administrators: None
Via Teams: Craig Whitehead
Regrets:

The Chair called the meeting to order at 12:03 p.m.

1. Move to In-Camera

Trustee Christine Light moved:
“that the Board move to In-Camera at 12:03p.m.”

*Move to In-Camera
7190/23*

CARRIED UNANIMOUSLY

Craig Whithead joined the meeting at 12:12 p.m.

Christine Light moved to reconvene the meeting at 12:16 p.m.

2. Adjournment

Trustee Allison Purcell moved:
“to adjourn the meeting at 12:16 p.m.”

*Adjournment
7191/23*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

3.

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD November 28, 2023.

In Attendance:

Trustees: Christine Light; Allison Purcell; Genny Steed; Kristina Larkin, Andrea Andreachuk, Tyler Demers
Administrators: Mike Nightingale, Christine Lee, Robbie Charlebois
Regrets: Morag Asquith
Via Teams: Craig Whitehead

Vice Chair Christine Light called the meeting to order at 1:05 p.m.

1. Move to In-Camera

Trustee Tyler Demers moved:

“that the Board move to In-Camera.” **CARRIED UNANIMOUSLY**

*Move to In-Camera
7192/23*

Allison Purcell arrived at 1:07pm

Kristina Larkin arrived at 1:09pm

Genny Steed arrived at 1:10pm

Trustee Andrea Andreachuk moved to reconvene the meeting at 2:51 p.m.

Reconvene Meeting

Board Chair Allison Purcell called a recess at 2:51p.m.

The meeting resumed at 3:06p.m.

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Committee Reports:

- 3.1 Audit Committee
- 3.2 Division School Council
- 3.3 Community Engagement Committee
- 3.4 Superintendent Evaluation Committee

Consent Agenda

4. Approval of Agenda

Additions to the Agenda:

- 10.3 Division School Council
- 10.4 Superintendent Evaluation Committee
- Removal of 9.1 International Trip Approval
- Addition of 8.7 extra-curricular lead teachers

Trustee Christine Light moved:
“to approve the agenda, as amended.”

*Approval of Agenda
7193/23*

CARRIED UNANIMOUSLY

5. Approval of Minutes for October 24, 2023

Trustee Andrea Andreachuk moved:

“The minutes of the meeting of October 24, 2023 be approved and signed by the chair”

*Approval of Minutes
from October 24, 2023
7194/23*

CARRIED UNANIMOUSLY

6. Business Arising from the Minutes

None

*Business Arising from
the Minutes*

7. Associate Superintendent Reports

7.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate
Superintendent
Reports
Business and
Operations*

7.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

Instructional Services

7.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

Human Resources

8. Superintendents Report

8.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendents
Report
Board Priority Report*

8.2 Donations and Support

A memo outlining the generous donations to schools has been included in the agenda.

Donations and Support

8.3 Acknowledgement of Excellence

Acknowledgements of excellence and reports showcasing the accomplishments of Dr. Robert Plaxton Elementary and Lethbridge Christian Elementary Schools are included in the agenda.

*Acknowledgement of
Excellence*

8.4 Board Strategic Planning

The board discussed strategic direction for the retreat planned in March 2024.

*Board Strategic
Planning*

8.5 Calendar of Events

Calendar of Events

Calendar of Events was included in the agenda.

-Update Boundary Alignment Committee from December 7th to 12th.

8.6 Town Hall

Town Hall

A memo outlining the questions and process for Town Hall 2024 was included in the agenda.

8.7 Extra-Curricular Lead Teachers

Extra-Curricular Lead Teachers

Superintendent Mike Nightingale gave an oral update on the hiring of 3 part time lead teachers and their scope of work.

9. Presentations

9.1 2023-24 Budget Update

2023-24 Budget Update

Director of Finance, Avice DeKolver, presented the 2023-24 budget update as included in the agenda.

10. Action items

10.1 2022-23 Audited Financial Statements

2022-23 Audited Financial Statements 7195/23

Trustee Kristina Larkin moved:

“That the Board approve the Audited Financial Statements for the 2022-2023 fiscal year as presented.”

CARRIED UNANIMOUSLY

Public Forum- None

10.2 Division Assurance Results Report

Division Assurance Results Report 7198/23

Trustee Christine Light moved:

“That the Board approve the 2022-2023 Assurance Results Report as presented.”

CARRIED UNANIMOUSLY

10.3 Policy Review:

Trustee Genny Steed moved:

“That the board adopt the revision to policy 204.10 Board Meeting Agendas as presented.”

Policy 204.10 7196/23

For: Craig Whitehead, Allison Purcell, Tyler Demers, Genny Steed, Christine Light, Kristina Larkin

Against: Andrea Andreachuk

CARRIED

Trustee Genny Steed moved:

“That the Board amend the membership of the Policy Advisory Committee to include a total of three parent representatives from Division School Council, one of these parent representatives will come from the elementary school level, one from the middle school level and one from the high school level for a total of three parent representatives.”

*Policy Advisory
Committee
membership
7197/23*

CARRIED UNANIMOUSLY

10.4 PSBAA Funding:

Trustee Craig Whitehead moved:

“That the board approve, effective September 1st, 2023, all expenses incurred by trustees in attending Public School Board Association meetings be paid out of the general governance budget.”

For: Craig Whitehead, Allison Purcell, Andrea Andreachuk, Tyler Demers, Genny Steed

*PSBAA Funding
7199/23*

Against: Christine Light, Kristina Larkin

CARRIED

10.5 Per Diem Days

After clarifying discussion, Trustee Craig Whitehead withdrew the motion.

Trustee Allison Purcell moved:

“That the board extend the meeting past 6:00pm”

*Extend the Meeting
7200/23*

CARRIED UNANIMOUSLY

11. Division Highlights

Allison- Remembrance Day ceremonies, shout out to Chinook Football team and their culture of giving back through their pancake breakfast and volunteering with seniors to attend the Rotary Christmas Supper.

Division Highlights

Christine- School Council meetings, Tech Tour, ASBA FGM.

Andrea- Halloween at Buchanan and Plaxton, Medicine Hat play and learn tour, Remembrance Day assemblies, Tech Tour, ASBA FGM.

Kristina- Visited schools in Colombia and discussed the re3 competition as a shared experience.

Craig- Thank you to Jesse Sadlowski for providing a private Tech Tour, Remembrance Day ceremony at Gilbert Patterson, ASBA and PSBAA meetings.

Genny- Technology Engagement panel

12. Board Chair Report

12.1.1 Community Conversations

Board Chair, Allison Purcell, provided an oral update on upcoming Community Conversations events.

*Board Chair Report
Community
Conversations*

12.2 School Christmas Events

A memo outlining all the Christmas school events was included in the agenda.

*School Christmas
Events*

12.3 Division School Council Report

Trustee Allison Purcell clarified that Division School Council is December 4th at 6:30 and Community Engagement Committee is on December 6th.

Division School Council

12.4 Superintendent Evaluation

Trustee Allison Purcell provided an update on the proposed changes to the Superintendent Evaluation Policy

*Superintendent
Evaluation*

13. Correspondence Received

None.

*Correspondence
Received*

14. Correspondence Sent

14.1 Letter to Economic Development Lethbridge

14.2 Public Forum Response to Aiden Fletcher

14.3 Public Forum Response to Mel Fletcher

Correspondence Sent

13 Adjournment

Trustee Christine Light moved:

“to move into in-camera at 6:17 P.M.”

CARRIED UNANIMOUSLY

*Move to In-Camera
7188/23*

Trustee Craig Whitehead reconvened the meeting at 6:42 P.M.”

Meeting Reconvened

Trustee Allison Purcell moved:

“To adjourn the meeting at 6:42P.M.”

CARRIED UNANIMOUSLY

*Adjournment
7189/23*

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The December report of the Associate Superintendent, Business and Operations is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Christine Lee

LETHBRIDGE SCHOOL DIVISION



BUSINESS AND OPERATIONS REPORT

DECEMBER 2023



Kids Are Our Business

CONTENTS



03

FACILITY SERVICES

04

WEST LETHBRIDGE ELEMENTARY
BOUNDARY ENGAGEMENT

05

FINANCE

06

OCCUPATIONAL HEALTH AND
SAFETY

07

TECHNOLOGY

08

TRANSPORTATION

09

MEETINGS AND EVENTS



FACILITY SERVICES



K- 5 School in Garry Station



Interior rendering from FWBA Architects. View from Learning Commons looking down the staircase to the main gathering space.



We need assistance in naming the new K-5 school in Garry Station. To provide your ideas on a great name for this new school, go to our [website](#).



Work has begun on preparing the 2024-2025 to 2026-2027 Capital Plan. The plan is required to be submitted to Alberta Education by April 1, 2024.

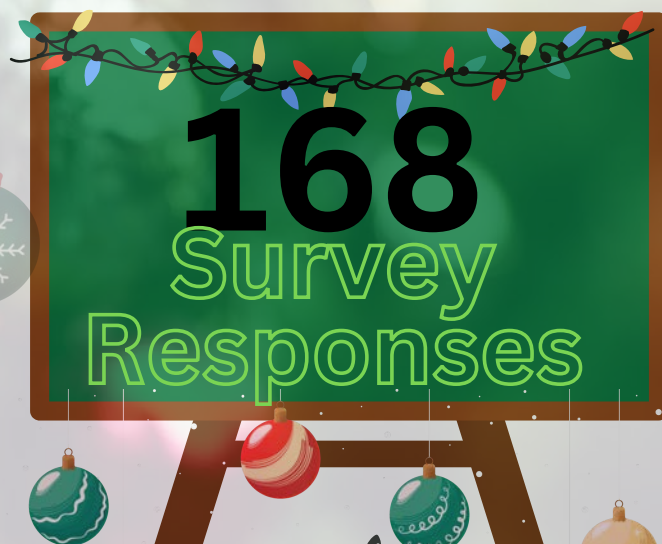


WEST LETHBRIDGE ELEMENTARY SCHOOL BOUNDARY CHANGES



What We Heard!

Approximately 80 people participated in the two in person engagement sessions that were held on November 8th and 22nd.



NEXT »

STEPS

The School Boundary Alignment Committee will be reviewing the survey responses to inform the development of options for boundary changes and next steps for further community engagement.

To see what we heard...Please visit the Community Engagement website to view a summary of the survey responses.

FINANCE



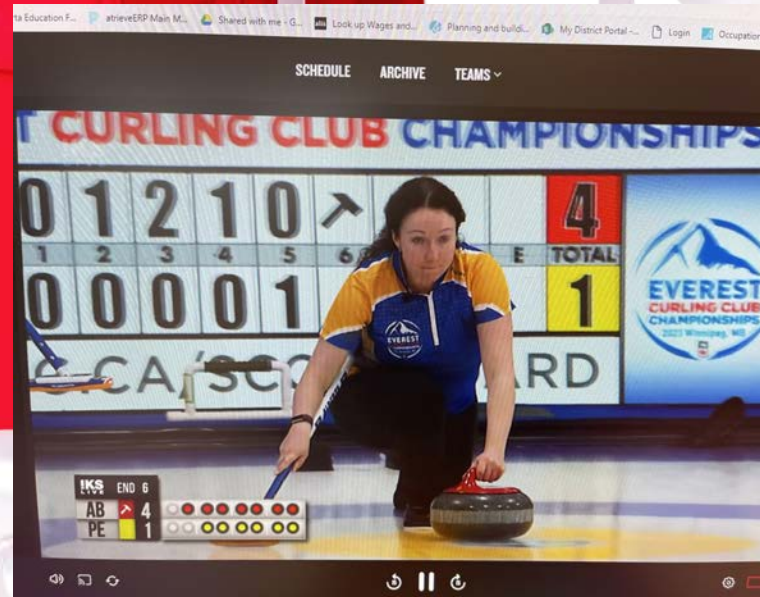
Seen here:
Director of Finance,
Avice DeKelver, Lead for
Team Alberta in the
Everest Canadian
Curling Championships.

Funding for Enrollment Growth

Alberta Education has provided enhanced funding to recognize enrollment growth. of \$751,000. This funding will provide an additional \$581,000 over previous enrollment growth funding. The Division is currently evaluating where these funds will impact classrooms and student needs.



Seen below: Re3 Hero Contest winners from Lethbridge Christian School and Dr. Plaxton Elementary



OCCUPATIONAL HEALTH AND SAFETY



OHS Building Inspections

Each year 9 building sites are selected for thorough OHS building inspections. The schools selected for inspection include Coalbanks, Park Meadows, Ecole Agnes Davidson, Dr. Probe, Galbraith, GS Lakie, Immanuel Christian Elementary, Chinook High School, and the Attwell building. These inspections will occur in December and January. The Inspections help inform any maintenance and safety related matters that need to be addressed.

Division Workplace Health and Safety Committee



The Committee represented by one person from each building and the Division OHS Management Committee met on December 11th. The Committee reviewed safety matters related to winter safety, incident reporting, schools selected for annual inspections, and any safety concerns that were brought forward by committee members.



TECHNOLOGY

- The technology department hosted a STEAM coding workshop for elementary teachers on December 8th.
- Members of the technology department will be hosting a beginner 3D printer workshop on January 12th, 2024 in conjunction with SAPDC.
- Technology and Executive Council will be reviewing the Technology Incident Response plan and will table talk protocols for responding to an adverse cyber event.



10 HOLIDAY SEASON CYBERSECURITY TIPS

- 1 Keep all devices up to date with basic security measures to lessen your chance of becoming a victim.
- 2 Only connect to known Wi-Fi networks; beware of network names that have typos or extra characters.
- 3 Use strong, unique passwords on all accounts. This is a good time to update passwords!
- 4 Be safe on social media; don't overshare, and take the time to review your privacy settings on the platforms you use.
- 5 Keep an eye on your bank accounts and monitor your credit report regularly.
- 6 Be careful with messages regarding travel changes. Always use official channels to stay updated.
- 7 Watch out for party invitations and announcements with links and information requests.
- 8 Keep devices in view (or know where they are) during security checks and when charging.
- 9 Pay close attention to the websites you visit and shop on. It's safest to only use those you trust.
- 10 Be wary of ads, giveaways and contests that seem too good to be true. These run rampant during the holiday season!

KnowBe4
Human error. Conquered.

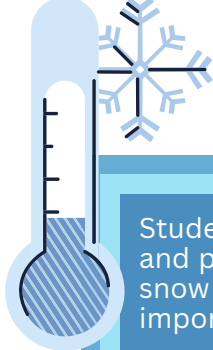
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TRANSPORTATION



Cold Weather Reminder



Students and parents are reminded that extra caution should be taken during the winter months and periods of extreme weather. Lethbridge weather can include cold temperatures, wind chill and snow that make getting to and from school challenging. Please take a moment and review this important information with your children.

Lethbridge School Division schools rarely close due to snow or cold temperatures. All Division schools will remain open to provide a safe, warm and secure environment for students.

Assume schools are open unless you hear otherwise from your school. Information regarding any school closures due to weather will also be posted on the Division website, on Twitter, Facebook and shared with local news media.

During the winter, roads may also be congested and slippery resulting in possible traffic and bus delays. Unusually cold or stormy weather can result in buses being delayed. Use the MyBusStop App or check My School Bus Monitor for messages on delays. Unexpected mechanical problems with the bus may also occur more frequently at this time of year. Children should be dressed appropriately for the colder weather as buses cool off very quickly.

Children should be well prepared for the weather and not left unattended at bus stops for any period of time, under any circumstances. They should have clear instructions on how long to await for the bus and what to do if the bus does not arrive. Never leave children at the stop without backup arrangements for an emergency.

Families should ensure they have back-up care arrangements if transportation is delayed. Children should have a warm place to stay before and after school.

Children will find it easier to walk through the ice and snow when their school books and lunches are carried in a back pack.





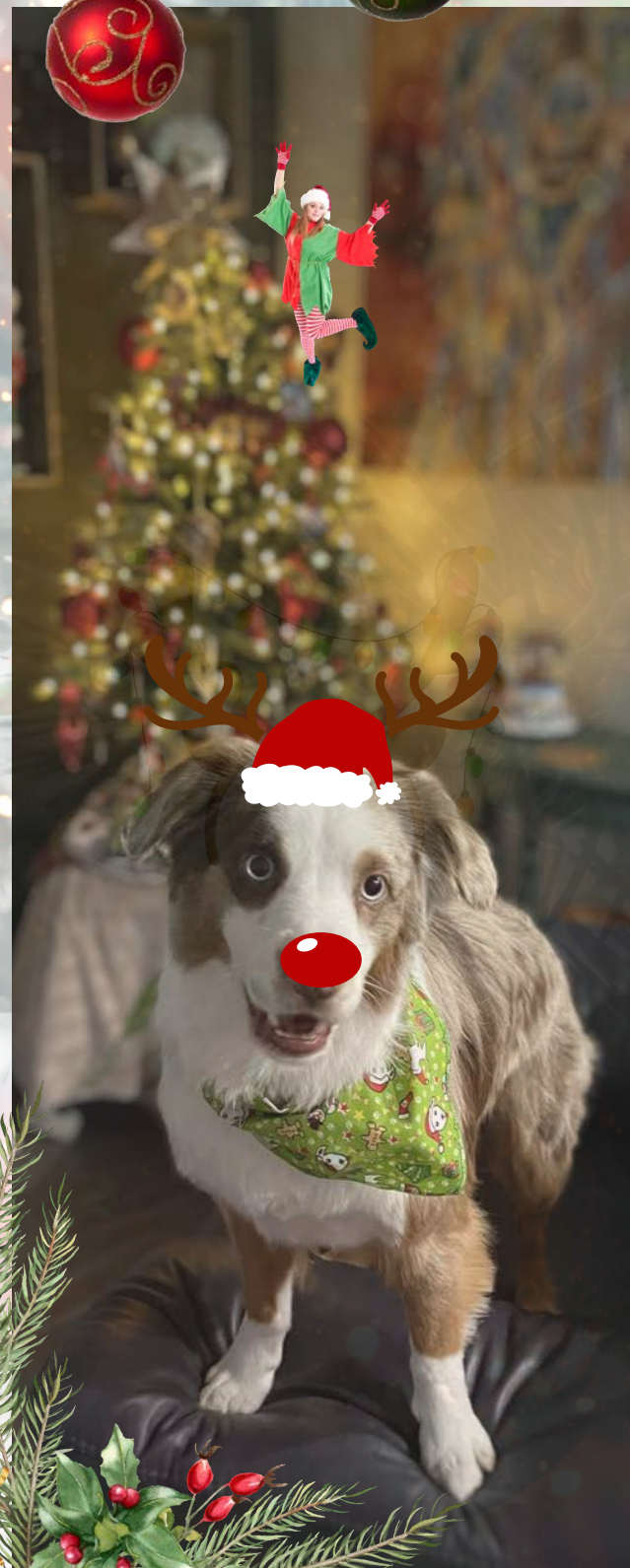
Happy Holidays

MEETINGS AND EVENTS

- Garry Station Elementary Construction meetings (bi-weekly)
- Leadership Team Meetings (monthly)
- Administrator's meetings (monthly)
- Levelled Principal Meetings (monthly)
- Various meetings related to labour relations
- USIC Risk Management and Claims Committee (monthly)
- Marsh and LSD risk management discussion (monthly)
- USIC Lunch and Learn webinars
- Head Caretaker Meeting
- ASBOA Business Forum- Edmonton
- Education Centre 5 Days of Christmas Celebrations
- City of Lethbridge and WCHS transit meeting
- Facilities Committee Meeting
- Division Workplace Health and Safety Committee
- School Boundary Alignment Committee
- Ecole Agnes Davidson School Council Meeting
- WCHS Mean Girls Production
- Technology Incident Response Plan Review
- Various School Winter Celebrations



Happy New Year



MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

The December report of the Associate Superintendent, Instructional Services is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT REPORT

DECEMBER 2023

Instructional Services

A Note from Morag

A special thank you to Dawn Walmsley who has supported some of the work in Instructional Services while Jackie Fletcher has been away on medical leave. Also a very special thank you for Rochelle Neville and Rebecca Adamson for taking on some of the additional tasks in Inclusive Education the past month.

December is the month of grant reporting. The Alberta Education Complexity Grant and the Alberta Education Mental Health Grant required reports this month as updates to Alberta Education on the progress of these initiatives. We received confirmation of Low Incidence Grant funding that supports some of the work our Southwest Collaborative does for students with complexities in all of Zone 6 such as deaf and hard of hearing and vision.

A special thank you to the Wellness Staff, Administrative Staff at Chinook, Counselling Coordinator Jen Day, MHCBC Coordinator DeeAnna Presley Roberts and Sydnie Erlendsen, Family School Liaison, Digital Wellness for their recent response to the death of a student at Chinook High School.

NEWS & Updates

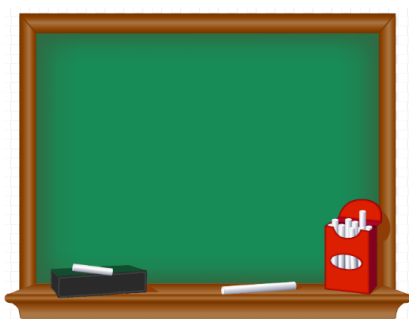


JOEL TAILFEATHERS

Indigenous Education Coordinator

In the first part of the year Indigenous Education teachers have been supporting all Lethbridge School Division leaders and teachers in finding resources, making community connections, teaching Indigenous Ways of Knowing, and supporting teachers and leaders in their foundational knowledge with TQS #5. Shawnee BigBull has been offering a Blackfoot Language 15 course at LCI this semester.

CURRICULUM & INSTRUCTION



ERIN HURKETT

Director, Curriculum & Instruction

Several initiatives have been under way with curriculum and instruction. Funds from the Learning Disruption grant will be distributed to elementary schools most in need of literacy support based on the Alberta Education early literacy screening reports. Materials to support targeted intervention have been created and teachers providing the intervention will take part in training near the end of December. Small groups of students will receive intervention from January - June of 2024 and will be closely monitored with on-going assessment.

The curriculum and instruction team have been collaborating with the Indigenous teaching team and will provide learning for both the elementary and secondary literacy committees in relation to "land as text" which is a new component of the ELAL curriculum in grades K-6. "Land as text" includes learning from the land and deriving meaning through personal experiences with features of land.

Professional learning will also be provided for elementary teachers who teach combined grades within our division. The combined grade workshop will occur this January, with a focus on the new math curriculum. Teachers will be provided support with curriculum documents, combined grade math activities, and assessment strategies. Lenée Fyfe will be sharing her expertise with teachers due to her wealth of experience with both combined grades and numeracy. Both elementary and secondary numeracy committees will meet during the month of January to discuss best instructional practices.

ANTI-RACISM, ANTI-OPPRESSION

The last two meetings this year of the Anti-Racism and Anti-Oppression Administrators committee has been invested into consolidating data to share from the community feedback received in June. There are many things our Division does and is doing that support the lens of Anti-Racism and Anti-Oppression. Ultimately this work invests in creating a system of deep care and empathy that supports welcoming, caring schools that are safe for all students.

Activities and events that are ongoing that we do in the system related to Anti-Racism and Anti-Oppression:

- Cultural events hosted in schools (i.e. international food lunches, celebrations, Blackfoot flag raising), this encourages education around different cultures and builds empathy and understanding
- Poverty Intervention Committee work (i.e. removing barriers for students who do not have access to resources that impact learning), this addresses barriers that students who may not have access to resources so they can experience education the same way as their peers who may not experience those barriers
- Working with Lethbridge Immigrant Services and settlement workers with our refugee and EAL population, this allows for our schools and resources to be appropriately allocated and managed to support students who may require additional assistance to access English and ultimately their education
- Graduation Coaches for our students of Indigenous Ancestry who are in our high schools, this allows some of our Indigenous students to explore post-secondary options that they may not currently have the opportunity to experience without these supports
- Family Support Work- assisting families with accessing supports like food bank, My City Care, this again eliminates barriers that allow for students to be able to focus more on school versus the day to day necessities of life.

What the Anti-Racism and Anti-Oppression Administrators Committee has done this year:

- Reviewed the data from the community survey and supported Garrett in formatting so that the document is easy to understand and access
- Discussed how we can support our Administrators to continue to build a system of deep care and empathy that supports welcoming, caring schools that are safe for all students

EVENTS & DATES

December

1	Introduction to the Trades Student Presentations @ Lethbridge College
1	“More to Explore” Educator PL at Lethbridge College
5	Division Placement Committee
6	Positive Spaces Meeting 2
6	Indigenous Education Monthly Meeting
8	Pathway Partners of Southern Alberta @ Lethbridge College
11	Alberta Education Social Studies Curriculum meeting
12	Poverty Intervention Committee #2
12	Middle/High School Collaboration Learning Support Teachers
12	ARAO Meeting #2
15	BOOST Training
15	Teacher Induction Training
18	Learning Commons Facilitator Meeting
20	Skill Development and Trades Exploratory at Lethbridge College

DECEMBER

ANDREW KRUL

Off-Campus Coordinator

Careers Next Generation

Careers Next Generation is a unique industry led public/private not-for-profit foundation established in 1997. It brings together industry, schools, government, and communities to guide youth into successful career paths.

Recently Lethbridge School Division has partnered with Careers Next Generation to create a position that will continue to support the great work we are doing to promote dual credit and career education in our division. This Student Support position (that will be hired for 2nd semester) will work under the Off-Campus Education department and will be a temporary full-time position that will work with all high schools to promote career awareness workshops, dual credit opportunities, employment preparation, promote internship program and liaise with the College. We hope this partnership opportunity will continue into the 2024-25 school year.

We are also very fortunate in Lethbridge to partner with Career Transitions, Judy Stolk-Ingram is Executive Director of Career Transitions and this office is housed in Nicholas Sheran Elementary School. Career Transitions is a partnership between Southwestern Alberta school jurisdictions, U of L, Lethbridge College, and local business representatives that was formed to improve the “school to work” transitions for Southwestern Alberta youth. At the core of all Career Transitions initiatives is the coordination and implementation of career development activities and programming for over 12,000 Southwestern Alberta high school youth. They provide lots of activities through the year like career exploration sessions, intro to the trade support, university exploration day, south-west regional skills Canada competitions, etc.

Student Support Worker

We will be running interviews the last week of December to hire a temporary Student Support position to support work experience and careers work. This position is paid for by the reserves (carry forward) in the Work Experience budget and a partnership with Careers Next Generation.

DUAL CREDIT & CAREERS



MENTAL HEALTH CAPACITY BUILDING

In August, the Mental Health Capacity Building (MHCB) team secured a three-year extension of services through AHS, allowing the Lethsd MHCB team to continue offering Division-wide support through universal mental health programming. Every quarter the team releases their menu of services and availability of booking to teachers, admin and wellness teams. These booking slots go quick and just recently were filled within a day for winter semester bookings.

During the most recent quarter, grade 1 students explored strategies for emotional regulation, grade 3 delved into stress management techniques, grade 4 students focused on refining core peer relationship skills, while grade 5 students delved into discussions about body image and self-confidence.



At the middle school level, MHCB introduced a new program called GeminiAI Rising—a sci-fi game developed through AHS. This innovative program aims to teach awareness, choice, perception, and teamwork. Additionally, middle school students participated in established programs such as Everyday Heroes, The Real Me, and Personal Wellness. The positive response and active participation demonstrate the effectiveness of MHCB's efforts in fostering mental health awareness and skills among students.

DEEANNA PRESLEY-ROBERTS

Mental Health Capacity Building Program Manager

DEEANNA PRESLEY-ROBERTS

Family Support Supervisor

Throughout the autumn, Family Support has been actively delivering personalized assistance to more than 91 families across the entire division. Over the past three months, a noticeable trend has emerged, highlighting the growing need for additional advocacy support among families facing rejection in various areas, including rental applications, subsidies, emergency funding, Alberta Health Care, and other crucial application processes.

Regrettably, families attempting to advocate for themselves in these complex situations often find themselves lacking information on alternative solutions or other viable avenues to pursue. This leaves them feeling isolated, discouraged, and fatigued by the overall system. Many families express a preference for external third-party assistance to navigate the steps required to achieve their overarching goals. Some are hesitant to try again due to past experiences.

Within our service, we aim to meet families where they are and provide support in navigating essential requirements for other services, such as initial ID fees, status or application fees, and/or registry fees. From our Poverty Intervention Committee (PIC) within the school divisions, we can alleviate families' initial upfront costs, which often hinder their ability to secure necessary documentation, serving as a barrier to their progress.

The Family Support team plays a crucial role in overseeing the acquisition and distribution of essentials provided through the Poverty Intervention Committee. In the fall, PIC received over 184 economic requests from schools, covering needs such as winter clothing, emergency food bundles, indoor shoes, and hygiene supplies.

As we approach the new year, Family Support is anticipating the renewal of their grant, with the City of Lethbridge serving as their primary funder. City funding currently supports three out of the four Family Support Workers division-wide.



FAMILY SUPPORT & POVERTY INTERVENTION COMMITTEE

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The December report of the Associate Superintendent, Human Resources is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Robbie Charlebois

Associate Superintendent, Human Resources
Report to the Board of Trustees
December 19, 2023



Supporting Schools

The Human Resources department has been diligently supporting staff and schools so they can support our amazing students. Some of the highlights include:

- Staff onboarded since Nov. 20 – 8 (2 TOCS/6 support staff substitutes)
- Number of teachers hired since November 15 – 10
- Number of teacher contracts extended since November 15 – 14
- Number of teachers added to the substitute list since November 15 – 6
- CUPE 290 – 2 postings pending (caretaking, labourer)
- CUPE 2843 – 9 new hires
- CUPE 2843 – 5 internal movements

Other Highlights

- Katie Guccione and Robbie Charlebois attended the U of L Walkabout to meet and network with PS III students.
- Robbie Charlebois attended the ATA Local 41 Holiday Dinner.
- Rhonda Aos and Robbie Charlebois attended the Elementary, Middle and High School meetings on Teams.
- Robbie Charlebois and Rhonda Aos attended the Leadership Team meeting.
- Robbie Charlebois attended the WHSC meeting.
- Robbie Charlebois and Rhonda Aos attended the Administrators meeting.
- Robbie Charlebois attended December school activities at the following schools:
 - Westminster Winter Concert
 - Gilbert Paterson Winter Concert
 - Coalbanks Christmas Concert
 - Lethbridge Christian School Advent Chapels
 - Winston Churchill production of Mean Girls
 - LCI Band Concert
 - ICES Christmas Chapel
- Robbie Charlebois and Rhonda Aos attended a Cyber Response Plan Review hosted by Jesse Sadlowski

- Christine Lee, Avice De Kolver and Rhonda Aos attended the ASBOA Business Forum December 4 & 5th
- Human Resources team attended Workable Next training on our applicant tracking system on December 6, 2023
- Human Resources attended Atrieve (PowerSchool) HR webinar on November 30



MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Board Priorities Report

Background

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas as identified by the Board at their spring retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Mike Nightingale
Superintendent

2023-2024 DIVISION PRIORITIES REPORT TO THE BOARD

PRIORITY: GOVERNANCE

Engagement with Stakeholders

- Engagement with West Lethbridge Elementary School families and the community continued until November 30th through an online survey. The survey results will be reviewed and considered by the School Boundary Alignment committee in creating new boundaries for the new K-5 school in Garry Station along with other school boundary adjustments for the 2025-2026 school year.
- Morag and Jen Day met with Holy Spirit representation and Alberta Health Services to discuss the TSP (Therapeutic Support Program).

Collaboration with other School Authorities, Municipalities, and Community Agencies

- The Human Resources Team attended the U of L PS III Walk About on December 8, 2023
- Christine Lee, Avice DeKolver, and Rhonda Aos attended the Association of School Business Officials Business Forum December 4th and 5th in Edmonton. An opportunity was provided to engage with Alberta Education on a variety of topics such as transportation regulations, reserves, compliance monitoring, school complexity funding and the review of the Municipal Government Elections Act.
- The Lethbridge Tech Team convened with various tech teams from the southern region on December 13th in Taber. It proved to be a significant day as we delved into the latest trends in educational technology, gaining valuable insights and fostering collaboration among the teams.
- The Lethbridge Tech Team is scheduled for a day tour with Bow Valley College in Calgary on January 21. During this visit, we aim to explore potential collaborations on a dual-credit program focused on esports leadership and esports business management.

PRIORITY: GROWING LEARNING AND ACHIEVEMENT

Literacy

- Several initiatives have been under way with curriculum and instruction. Funds from the Learning Disruption grant will be distributed to elementary schools most in need of literacy support based on the Alberta Education early literacy screening reports. Materials to support targeted intervention have been created and teachers providing the intervention will take part in training near the end of December. Small groups of students will receive intervention from January - June of 2024 and will be closely monitored with on-going assessment.
- The curriculum and instruction team have been collaborating with the Indigenous teaching team and will provide learning for both the elementary and secondary literacy committees in relation to "land as text" which is a new

component of the ELAL curriculum in grades K-6. "Land as text" includes learning from the land and deriving meaning through personal experiences with features of land.

- Jodie Babki has met with teachers and provided residencies in the following schools: LCI, SJF, Park Meadows, Dr. Plaxton, Lakeview and MMH.
- The SAPDC Literacy Advisory Committee was attended by Jodie and Erin
- Jodie and Erin attended the professional learning session facilitated by Kelly Gallagher in relation to high school literacy engagement.

Numeracy

- Professional learning will also be provided for elementary teachers who teach combined grades within our division. The combined grade workshop will occur this January, with a focus on the new math curriculum. Teachers will be provided support with curriculum documents, combined grade math activities, and assessment strategies. Lenae Fyfe will be sharing her expertise with teachers due to her wealth of experience with both combined grades and numeracy. Both elementary and secondary numeracy committees will meet during the month of January to discuss best instructional practices.
- The resource, "MathUp" is being piloted by several grade 6 middle school teachers as a resource to support new curriculum implementation. If interest and feedback in the resource is high, professional learning will take place in the new year.
- Adam has met with teachers and provided numeracy residencies in the following schools: Dr. Probe, MMH, Paterson, and Nicholas Sheran. A parent evening at SJF was attended to support parents in understanding changes to the new grade 6 math curriculum.

Experiential Learning including secondary initiatives:

Off-campus, dual credit, high school re-design, career exploration, and experiential learning at all levels

- On December 7th, Jesse Sadlowski conducting a full-day workshop titled "Coding for Elementary Teachers." Given that coding is now a part of the new Science curriculum for grades 1-3, it is essential that our teachers grasp the concepts of computational thinking in the context of coding. This workshop was interactive and practical, allowing teachers to not only learn but also create coding lessons tailored to their classrooms.
- December 20th Lethbridge College will be hosting a Skills Development and Trades Exploratory for students in the region. This opportunity will support careers exploration for students.
- Morag met with the "Pathways Partnership of Southern Alberta" table at Lethbridge College, this involves other CASS members through Zone 6, Careers Next Generation, Career Transition members, and community business partnerships.
- We will be running interviews the last week of December to hire a temporary Student Support position to support work experience and careers work. This

position is paid for by the reserves (carry forward) in the Work Experience budget and a partnership with Careers Next Generation.

Innovation and Technology

- On November 30th, our tech team members organizing a full-day workshop on live streaming, perfectly timed for the holiday season. The session was attended by teachers and administrators who want to learn more about live streaming. In December, our team encounters numerous requests to facilitate live stream events, and this training session aims to provide valuable support to schools during this hectic period.

Early Learning

- The funding deadline to identify children meeting Alberta Education criteria for a moderate language delay or a severe delay in early education programs or kindergarten was on December 1.
- In our early education programs, we have 105 children accessing support for a severe delay or moderate language delay and 24 children accessing support for a mild/moderate delay. In our kindergarten programs, we have 84 children accessing support for a severe delay or moderate language delay.
- ECS Instructional Support Plans (ISP) have been completed and are being reviewed. These will be submitted to Alberta Education upon request as part of the verification process. We will be provided with a list of files to be verified mid-December and must submit all supporting documentation in mid-January 2024.
- Rochelle attended a Building Brains Together Meeting on November 29.
- Our Early Education Department received notification that we will be receiving a list of students that will require verification on December 15th. All these files have to be reviewed and uploaded by January 12th. This will consume much of Rochelle's time as there will likely be 45 files she will be required to review.

Indigenous Education

- The Indigenous Education teacher team went to a professional learning event December 11-13th in Calgary that is called Nipaitapiiyssinni Mental Wellness Gathering 2023. It is a free conference where there is no registration fee, and the hotels are covered by the Blood Tribe Department of Health. The theme of the conference is "Culture is our Immune System" and they will showcase, transform, and infuse traditional cultural knowledge systems into this gathering. This is a terrific opportunity for our team to network and connect with other Indigenous Education teams.

Wellness

- Morag Asquith, Jen Day, Jim Kerr, Sydnie Erlendson, Rebecca Adamson and DeeAnna Presley Roberts met to discuss social emotional/behavior supports and map out pressure points for our system. We will likely have 2 more meetings to strategize and determine next steps as a team of supervision and supports.

- The nutrition funding received from Alberta Education is anticipated to have been entirely spent by the end of this year. This is reflective of the nutritional needs that are presenting in our schools.
- Digital Wellness is supporting “12 Days of Digital Wellness” through the festive season. Some of the proposed activities involve, “Unplug and Disconnect”, “Mindful Mornings”, “App declutter”, “Media Cleanse” all focused around reconnecting in a face-to-face way in a time when many feel alone.

Diversity

- Carmen Carvalho and Saajan Sapkota continue to complete student intakes and communicate with school personnel about new student registration and programming needs.
- Saajan continues to connect with families to support accessing FSCD.
- The new service model for the Behaviour Support Team continues to receive positive feedback. We now have five advanced educational assistants supporting elementary schools.
- Rebecca has attended Learning Team meetings to support schools and families.
- Jen Day spent time meeting with wellness and administrator teams about complex student needs; providing consultation and working through crisis situations.

PRIORITY: LEADING LEARNING AND CAPACITY BUILDING

Division Professional Learning (Collaborative Communities, support staff PL, teacher PL, inquiry based professional learning)

- Carmen attended a professional learning session by Kelly Gallagher that focused on High School literacy instruction and student engagement.
- SIVA certification was offered on December 11 and 12. Approximately 120 staff have been certified this school year.
- Christine Lee, Avice De Kelter and Rhonda Aos attended the ASBOA Business Forum December 4 & 5th
- Human Resources team attended Workable Next training on our applicant tracking system on December 6, 2023
- Human Resources attended Atrive (PowerSchool) HR webinar on November 30
- Robbie Charlebois and Rhonda Aos attended CASSIX on November 23 and 24
- Staff throughout the Division, as part of the Division’s Occupational Health and Safety Program, received online courses to support safety within Lethbridge School Division. Staff were required to complete training in November

PRIORITY: SUPPORTING LEARNING AND WELLBEING

Building Staff Capacity to Meet the Needs of all Learners

- Rebecca, Rochelle and Morag continue to go into schools and observe students who are demonstrating a need for additional supports and strategies with the goal

of providing strategies to and collaborating with school staff to address student need.

- Carmen is working on building the capacity of our teachers to teach EAL learners impactfully by offering art residencies in which she models best practice for English language learning. Carmen and Saajan most recently provided a grade 7 EAL Art Lab Residency Demo-Lessons to Wilson Middle School and Nicholas Sheran Elementary School.
- Carmen developed a New Division Resource: EAL Newcomer Support Guide.

Collaborative Partnerships to Support Learning

- Bridges and our Inclusive Education team are working closely to support 3 student programs that cannot operate in our school setting at this time
- Carmen attended Lethbridge College SILP Committee meeting (Pathway to the Trades: English Language Centre Program).
- Carmen presented to Westwind School Division - Intro to EAL Benchmarks 2.0.
- Rebecca attended the SAFASD meeting in December.
- Jen continues her work with community agencies to provide wrap-around support for students.
- Rochelle attended an English as an Additional Language (EAL) advisory committee meeting on December 4.
- We received notification that Lethbridge School Division received LISS funding (targeted Alberta Education funding) that is intended to support students with Complex Needs that involve mobility and accessing programming
- Morag attended the SWCSS meetings for Complex Case and Zone 6 Leadership

Management of Growth and Support of Learning Spaces/ Provision of Programs

Teacher Induction Program

- TIP will be occurring this Friday, November 24th. The focus will be assessing and reporting.

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Donations and Support

Background

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the Division.

- Victoria Park High School received \$9314.49 from people in the community for their Christmas Hampers.
- Lakeview Elementary received \$250 from Vital Essence Acupuncture
- Gilbert Paterson Middle School received \$300 from Schwartz Reliance Insurance Company and \$670 from Playgoers of Lethbridge
- Galbraith students and staff were given a free Winter Feast courtesy of LA Chefs
- Galbraith would also like to thank U of L Bookstore for donating hundreds of new books and Gayle Hiscocks from Stringam LPP and Stringam Law who purchased an Angel Tree from Chinook Regional Hospital Foundation and donated it to Galbraith School.
- Ecole Agnes Davidson received \$750 from Wayne at Panago Pizza North for their pizza night supporting school council initiatives for their students.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: **Acknowledgements of Excellence / School Showcase**

Background

The Board has a long-standing practice of acknowledging the efforts of students and staff whose commitment to excellence has resulted in outstanding achievement. Congratulations to the schools, staff and students featured for the month of December:

Immanuel Christian Elementary School

At ICES, we have deep hopes for our school community. Each staff member at ICES has developed individual *Deep Hopes* pertaining to their work within the school. Collectively, the staff also developed an *ICES Deep Hope* over the 2022-23 school year. This *Deep Hope* framework is based on the *Head, Heart, Hands* model. The head represents learning, the heart pertains to growing, and the hands depict serving. Our *Deep Hope* serves as our guiding purpose: Equipping Learners (Head), Nurturing Faith (Heart), Flourishing in Community (Hands). **Equipping Learners:** In addition to the new curriculum, this year our focus on is on best literacy practices. Monthly staff meetings have embedded time for Literacy, Numeracy and Learning Commons committees to meet and successful site-based practices and growth are highlighted. Lead teacher residencies and collaborative time with Grade level teams provide autonomy over specific programs choices to meet the needs of the learners. Resources from the Division and PL to support the new curriculum and resources have been appreciated. The Teaching for Transformation (TFT) framework enables teachers to embed the Christian worldview throughout the all the curriculum.

Nurturing Faith: In addition to Bible classes, daily classroom devotions and regular chapels nurture the Christian faith. Monthly theme chapels have been reformatted to include multigrade chapel groups. Not only do students sit with their chapel group through the service, but they also gather after each chapel with their designated teachers to participate in supplemental thematic activities. Seasonal chapels are lead by various designated grade-levels.

Flourishing in Community: On August 31, our annual Open House was well-attended by families. This event provides opportunity to meet teachers, see classrooms, drop off supplies, and connect with peers. Connections to the various churches represented at ICES included our Pastors Appreciation Pancake Breakfast. Students enjoyed visiting with these guests over breakfast.

ICES had 3 teams participate in the Grade 5 Division Volleyball League and we look forward to participating in the upcoming Division Basketball League as well! Grade 4 and 5 students are involved in various service clubs serving our community including: Recycling, Lunch Leaders, Milk Delivery, Audio Visual, Intramurals, Monday Observances, Recess Helpers, Learning Commons Helpers, and Lost and Found.

ICES continues to serve our local and global communities through various projects on a monthly rotation. In October, ICES had a successful food drive for the Interfaith Foodbank. Throughout Advent, staff and students are collecting socks, and winter attire for Streets Alive and the Grade 4 classes partnered with My City Care by donating items to support its Shop of Wonders. Collectively, the Grade 3 – 5 students decorated gift bags for the Lethbridge Correctional Institute's Christmas distribution. On a global level, ICES partners with Compassion Canada as students contribute funds earned of their own accord (baking, shoveling snow, home chores) throughout the Advent season. These funds are then designated by each classroom for specific global initiatives.

Senator Joyce Fairbairn

The staff and students of Fairbairn are diligently working towards organizing our inaugural Fine Arts event for the 2023-24 school year. On December 14th, we will proudly present "Glow in the Snow" at our school. This event will showcase performances by the Grade 6-8 band, the Jazz Band, and the SJF Choir, who will enchant the audience with delightful holiday songs. Additionally, we will feature various projects in the fields of singing, acting, dancing, art, wood shop, foods, and STEAM. With the participation of over 100 students, this collaborative fine arts event promises to be a remarkable showcase of talent. The doors will open at 6:30 PM, and the program will commence at 7:00 PM. Tickets can be purchased for \$7 through the school cash online platform.

We are also thrilled to announce that Mr. Harmon's Band has achieved a remarkable feat by securing a spot in the Top 10 of the CBC Music Challenge! A distinguished panel of judges will soon determine the 1st, 2nd, and 3rd place winners in each category. The winners will be officially announced on the 13th at 6:00 AM.

The CBC Music Challenge is a prestigious event that celebrates music education in Canada. In collaboration with MusiCounts, CBC Music invites music instructors nationwide to teach their students a Canadian song from a pre-approved list. This year, numerous teachers, and thousands of students from all corners of the country have participated, showcasing their exceptional musical abilities on various instruments.

We are particularly proud of the collaborative submission created by Kyle and Sarah Harmon. This joint effort involves the Senator Joyce Fairbairn Middle School Concert Band, led by Kyle Harmon, and the Dr. Robert Paxton Elementary School Music Class, led by Sarah Harmon. Kyle and Sarah, who have been happily married for 15 years, share a deep passion for music, which

has always been an integral part of their lives. They strongly believe in the power of inclusive music-making and have found immense joy in bringing together students from grades 3, 6, 7, and 8 to perform Sloan's "If it Feels Good, Do It." Throughout the process of preparing for the recording, the students have experienced the true essence of authentic music-making, requiring focus, dedication, and a commitment to their craft.

The video can be found on youtube at: <https://tinyurl.com/3s8way7r>

The SJF Cross Country team had an exceptional season, performing admirably in the LSAA meet. Most of our runners qualified for the zone championships in Pincher Creek, showcasing their talent and dedication. In the aggregate standings, our school secured an impressive 2nd place. Furthermore, the SJF Volleyball program achieved remarkable success. Both of our Rep Teams reached the LSAA Championship games, where they proudly earned silver medals. The Senator Joyce Fairbairn staff and students are committed to lifelong learning and are dedicated to fostering an inclusive school community. We provide a wide range of opportunities for students, including classes, clubs, options, Fine Arts, and Athletics. In terms of academics, our teachers have been collaborating with division literacy and numeracy teachers to enhance student learning through embedded Professional Learning sessions throughout the Fall. Additionally, our timetable allows students to have dedicated blocks of time for numeracy and literacy, where they can practice foundational skills that are applicable to other subjects. We have also introduced a specialized class for students who are new to Canada, as well as homeroom classes and online classes, providing multiple avenues for students to engage with the curriculum.

Furthermore, we have actively engaged with our community. For instance, in collaboration with our new grade 6 curriculum, SJF teachers and the Division Numeracy Lead teacher organized a parent night to inform stakeholders about the changes to the math curriculum. We have several upcoming events planned to involve parents in the school, such as the Fine Arts Glow in the Snow, the Musical production: The Musical, and the Short and Sweet Fine Arts Dessert concert.

At SJF, we are also focused on enhancing our character education program and are working towards creating Pillars for students to live by, using the acronym SOAR.

Calendar of Events for Board of Trustees

December	22	Last day of classes for students
January	3	Education Centre Staff return
	8	Classes resume for students
	9	Board Committee of the Whole 3:00pm, Education Centre Board Room
	10	Policy Advisory Committee 12:00pm, Education Centre Board Room
	15	Wellness Committee 12:30, Education Centre Board Room
	15	Division School Council 6:30 pm Education Centre / Microsoft Teams
	23	Board Meeting 1:00 pm, Education Centre / Microsoft Teams

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

RE: Annual Assurance Results Report Addendum

Background

There is a new requirement to report on provincially mandated early years literacy and numeracy assessments. This data was not included in the Annual Assurance Results Report (AARR) that was passed at the last Board meeting and should have been in the document. The AARR has been updated with the correct data and write up. The additional information is on page 26 of the AARR and is included in the Board package for your reference.

Recommendation

It is recommended that the Board receive this as information.

Respectfully submitted,

Mike Nightingale

Early Years Literacy and Numeracy Assessments

1	Total number of students assessed at beginning of school year (Grade 1 in January)	Total number of students identified as being at-risk in literacy or numeracy on these initial assessment(s)	Total number of at-risk students in literacy who received ONLY literacy intervention programming	Total number of at-risk students in numeracy who received ONLY numeracy intervention programming	Total number of at-risk students in literacy and numeracy who received BOTH literacy and numeracy intervention programming (i.e., the same student received both literacy AND numeracy programming)
Grade 1	847	Literacy: 205, Numeracy: 246	117	77	208
Grade 2	801	Literacy: 212, Numeracy: 228	112	101	114
Grade 3	761	Literacy: 226, Numeracy: 192	94	73	105
Grade 4	295	Literacy: 148, Numeracy: 86	61	72	41

2	Name of Alberta Education-provided or approved literacy screening assessment(s) used	Total number of students identified as being at risk in literacy on initial assessment(s) (beginning of year or January for Grade 1)	Total number of students identified as being at risk in literacy on final assessment(s) (end of year)	Average number of months behind grade level at-risk students were at in literacy at time of initial assessment(s)	Average number of months gained at grade level by at-risk students in literacy at time of final assessment(s)
Grade 1	CC3	234	192	5.18	-1.52
Grade 2	CC3	218	179	8.27	-4.74
Grade 3	CC3	220	189	14.77	-4.75
Grade 4	CC3	145	130	19.96	-5.44

Effective intervention strategies for addressing learning gaps in literacy encompassed several key approaches. These included Rime Magic, a phonics-based method that focused on recognizing word endings to enhance word recognition and fluency. Word Work involved activities like prefix and suffix analysis, syllable pattern understanding, and word segmentation to boost decoding and spelling skills. Building Fluency was achieved through repeated readings, timed exercises, and targeted passages for smoother, quicker and more comprehensive reading. Flyleaf Publishing offered decodable books that engaged students in applying phonics knowledge to narratives, informational texts, and poetry, promoting accurate, fluent, comprehensive and joyful reading. Lastly, the Bridge the Gap Intervention provided structured instruction in phonemic awareness skills, with lessons serving as oral warm-ups in reading intervention. This comprehensive approach bridged phonological skills to reading proficiency, complemented by phonics instruction and decodable text reading. These combined strategies empowered students to develop strong foundational reading skills, improved proficiency, and nurtured a love for reading.

3	Name of Alberta Education-provided or approved numeracy screening assessment(s)	Total number of students identified as being at risk in numeracy based on initial assessment(s) (beginning of year or January for Grade 1)	Total number of students identified as being at risk in numeracy based on final assessment(s) (end of year)	Average number of months behind grade level at-risk students were at in numeracy at time of initial assessment(s)	Average number of months gained at grade level by at-risk students in numeracy at time of final assessment(s)
Grade 1	Numeracy Screening Assessment	274	214	8.56	1.51
Grade 2	Numeracy Screening Assessment	223	186	10	1.1
Grade 3	Numeracy Screening Assessment	185	168	10.1	-0.5
Grade 4	Numeracy Screening Assessment	82	78	10+	0

The intervention strategies employed to address numeracy learning gaps, including Math Fact Fluency by Jennifer Bay-Williams and Building Fact Fluency kits by Graham Fletcher and Tracy Johnston Zager, proved effective by combining various approaches. Jennifer Bay-Williams' method prioritized mastering fundamental math facts, while the Building Fact Fluency kits fostered a deep conceptual understanding of operations alongside fact fluency, using research-based, outcome-based, real-world contexts. These strategies were complemented by the use of a diverse range of manipulatives, including jewels for counting, bead strings for visualizing numbers, dice for probability and mathematical operations, and rekenreks for arithmetic. These manipulatives served as tangible tools to enhance students' understanding and engagement. In addition, educators employed thought-provoking questioning techniques to encourage critical thinking and problem-solving skills in students, helping them explore mathematical concepts deeply and engage more actively in the learning process. Together, these strategies created a holistic approach that enhanced mathematical proficiency by engaging students in skill-building, hands-on learning, cognitive development, and inquiry-based exploration.

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Superintendent Evaluation Policy Review

Background

The Superintendent Evaluation Committee has been working to update the summative portion of the Superintendent Evaluation Policy (Policy 301.3) and has received feedback from stakeholders through the Policy Advisory Committee. The following documents are included for the Board's information:

- The current version of policy 301.3 that is in place and on the website. This policy was amended February 28, 2017.
- A marked-up version of policy 301.3 with suggested changes. New additions are in bold and removed language is noted with strikethrough.

Recommendation

It is recommended that the Board adopt the proposed revisions to the policy or amend as required.

Respectfully submitted,

Allison Purcell

301.3 Evaluation Process for the Superintendent

Current Policy

Policy

An annual evaluation shall be conducted of the outcomes achieved for the Division by the Superintendent.

This annual evaluation process shall be conducted by the Superintendent Evaluation Committee that consists of the Board Chair, two other Trustees and the Superintendent, and shall culminate in a full report to the Board.

Regulations

A. Summative Evaluations:

The evaluation of the Superintendent shall:

1. be conducted during the first full school year of employment and in the year prior to the final year of the Superintendent's term of appointment;
2. be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities);
3. be related to Division success with regard to outcomes of the Annual Education Plan;
4. focus on the Annual Professional Growth Plan developed by the Superintendent in September of each year;
5. incorporate input from stakeholder groups as determined by the Superintendent Evaluation Committee;
6. incorporate a self-evaluation component;
7. reflect the position of the Board as a whole, rather than of any individual trustee;
8. culminate in a report to be written by the Chair of the Superintendent Evaluation Committee, approved by the Board and filed in the Superintendent's personnel file and the Board Chair's Confidential File; and
9. have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

301.3 Evaluation Process for the Superintendent, cont'd

B. Formative Evaluation:

The evaluation of the Superintendent shall:

1. occur in years in which a summative evaluation is not being conducted;
2. include a mid-year feedback session involving the Superintendent and the Board;
3. require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May, which addresses:
 - a. fulfillment of responsibilities (301.1 Superintendent of Schools Roles and Responsibilities)
 - b. success in achieving the goals of the Superintendent's Annual Personal Professional Growth Plan.
 - c. Division success with regard to the outcomes of the Annual Education Plan;
4. be reviewed in draft form by the Superintendent Evaluation Committee prior to the Board meeting in June and revised as needed;
5. be presented for Board approval at the Board meeting in June; and
6. culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent's personnel file and in the Board Chair's Confidential File.

References

Alberta School Act:
Division Policies:
Responsibilities,

Section 113

301.1 Superintendent of Schools Roles and

Superintendent of Schools/CEO Position Description, October
2006; Lethbridge School Division No. 51 Superintendent



301.3 Evaluation Process for the Superintendent

Draft - Suggested amendments

(new language in bold, removed noted with strikethrough)

Policy

An annual evaluation shall be conducted of the outcomes achieved for the Division by the Superintendent.

This annual evaluation process shall be conducted by the Superintendent Evaluation Committee that consists of the Board Chair, two other Trustees and the Superintendent, and shall **provide all Trustees with an opportunity to provide input into the evaluation. The evaluation process will** culminate in a full report to the Board. **The Board may engage a consultant to assist with the evaluation process.**

Regulations

A. Summative Evaluations:

The evaluation of the Superintendent shall:

1. **normally** be conducted during the first full school year of employment and in the year prior to the ~~final year~~ **potential renewal** of the Superintendent's term of appointment.
2. be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities); **and the Superintendent Leadership Quality Standard;**
3. be related to Division success with regard to outcomes of the Annual Education ~~Assurance~~ **Assurance** Plan;
4. ~~focus on the Annual Professional Growth Plan developed by the Superintendent in September of each year;~~ **include a summary of professional development activities required for certification with the College of Alberta School Superintendents (CASS);**
5. incorporate input from stakeholder groups as determined by the Superintendent Evaluation Committee. **Stakeholder groups may**

include those identified in Policy 301.1 Superintendent of Schools Roles and Responsibilities;

6. incorporate a self-evaluation **assessment** component;
7. reflect the position of the Board as a whole, rather than of any individual trustee;
8. culminate in a report to be written by ~~the Chair of the Superintendent Evaluation Committee~~, **either the consultant or the Trustees on the Superintendent Evaluation Committee. The report shall** be approved by the Board and filed in the Superintendent's personnel file. ~~and the Board Chair's Confidential File; and~~ **The report can be viewed by Trustees after consulting with the Board Chair and must follow all confidentiality requirements in place for Trustees; and**
9. have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

301.3 Evaluation Process for the Superintendent, cont'd

B. Formative Evaluation:

The evaluation of the Superintendent shall:

1. occur in years in which a summative evaluation is not being conducted;
2. include a mid-year feedback session involving the Superintendent and the Board;
3. require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May, which addresses:
 - a. fulfillment of responsibilities (301.1 Superintendent of Schools Roles and Responsibilities)
 - b. success in achieving the goals of the Superintendent's Annual Personal Professional Growth Plan.
 - c. Division success with regard to the outcomes of the Annual Education Plan;
4. be reviewed in draft form by the Superintendent Evaluation Committee prior to the Board meeting in June and revised as

needed;

5. be presented for Board approval at the Board meeting in June; and
6. culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent's personnel file and in the Board Chair's Confidential File.

References

Alberta School Education Act:
Division Policies:

Section 413 **222, 223**
301.1 Superintendent of Schools Roles and Responsibilities,
Superintendent of Schools/CEO Position Description,
~~October 2006~~; Lethbridge School Division No. 51
Superintendent Leadership Profile, ~~March 2006~~
202.1.1 Confidentiality

Other:

Superintendent Leadership Quality Standard;
College of Alberta School Superintendents Policy
Manual.

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: **Policy Review**

Background

Division policies are reviewed to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, employee groups, and Division and school administration.

Recommendation

It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
	Policy Advisory Committee Terms of Reference	To be approved
504.11	Healthy Nutritional Choices	To be approved

Respectfully submitted,

Mike Nightingale

Policy Advisory Committee Terms of Reference

Name and Type of Committee

The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose

To advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board.

Duties and Responsibilities

The Committee shall have the responsibility to:

1. advise in the development and review of Division policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
2. advise in the development and review of regulations – the mandatory requirements of the policy.
3. identify the need for the development of new policy.
4. review annually the Terms of Reference of the Committee.
5. consult with committee members' respective stakeholder groups as appropriate.

Composition and Appointments

The Committee shall consist of Two Trustees, one of whom shall act as chair of the Policy Advisory Committee, Superintendent, Coordinator of Learning, and one representative from each of the following groups: Administrators' Committee, ATA Local 41, CUPE 290, CUPE 2843. Three Division School Council representatives. One of these parent representatives will come from the elementary school level, one from the middle school level and one from high school level for a total of three representatives.

Meetings

A schedule of meetings shall be developed annually. The committee will meet at least six times in a school year.

Resources/Remuneration

Record of all meetings will be kept by the Coordinator of Learning who will also provide administrative support to the Committee.

The cost of substitutes and lunches for Committee members will be provided by the Board as required.

Specific Annual Objectives for 2022-2023

- Review Policies
- Finish review of any policies which were last reviewed in the 2022-23 school year
- See attached document for review schedule for the 2022-23 school year
- Changes required due to the passing of the Education Act August, 2022 and updated provincial regulations

- Assist in the orientation of new members to the policy development process, as necessary

Reports and Target Dates

The Policy Advisory Committee will provide a summary of concerns received from interest groups and subsequent changes to the draft policy prior to second reading. A similar report will be presented prior to third reading if substantial changes have been made.

Review and Evaluation Process

The Committee will review the Terms of Reference at the first meeting in the school year.

Approval Date

The 2023-24 Terms of Reference will be reviewed by the Policy Advisory Committee at the first meeting of the year on October 4, 2023.



504.11 Healthy Nutritional Choices

Policy

The Principals shall ensure that the schools provides age appropriate nutritional health instruction nutritious food choices to students, that promote healthy eating habits are promoted among all students and staff, and should food be offered for purchase and/or distribution nutritious options be available. that nutritious foods are available for sale and/or distribution.

Regulations

1. The primary reference for the provision, promotion, sale and distribution of food in schools shall be the *Alberta Nutrition Guidelines for Children and Youth* from which schools shall include foods from the *choose most often* and *choose sometimes* categories, and *limit avoid* foods from the *choose least often* category.
2. Schools must ensure that strategies are in place to foster the knowledge, skills and attitudes that promote healthy eating. In fulfilling this expectation, schools shall:
 - 2.1. *promote nutrition education and* create an environment of positive food messages;
 - 2.2. establish strong connections between nutrition education and foods available at the school;
 - 2.3. *schedule nutrition break(s) that* provides age appropriate time and space for eating and recreation; and
 - 2.4. *limit avoid* the use of food items as rewards.
3. All school communities will examine their nutrition practices and provide opportunities, support and encouragement for staff and students to eat healthy foods. In fulfilling this expectation, schools shall:
 - 3.1. choose healthy fundraising options;
 - 3.2. create an environment where healthy foods are available, affordable and promoted as the best choice;
 - 3.3. review options with food suppliers to maximize the nutritional value of the items; and
 - 3.4. *limit the frequency of special days when food is offered; and* be encouraged to model healthy nutritional practices.

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504.11 Healthy Nutritional Choices, Cont'd...

4. Schools are encouraged to create their own health and wellness team that includes staff, parents, ~~public health nurses~~ and students with ~~possible~~ involvement from other health-related organizations ~~where possible~~.
5. Schools shall promote healthy, reasonably priced food choices when food is sold or otherwise offered. In fulfilling this expectation, principals, in consultation with the school community, shall:
 - 5.1. access expertise in the community through approaches including, but not limited to, partnerships, programs, referrals; and
 - 5.2. offer healthy foods including healthy meal combinations.-

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

School Education Act: 53 (1) a, b, c 60
Other: Alberta Nutrition Guidelines for Children and Youth,
Single Serving Packaged Food List: Supporting Nutrition
Initiatives in Schools Health (K-12), ~~CALM Programs of~~
~~Study~~

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MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Potential Kinder Care Pilot Program

Background:

Rochelle Neville will provide the Board with an update on the potential for kinder care pilot programs within the Division.

Recommendation

It is recommended that the Board receive this as information and provide feedback on future direction if necessary.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

December 19, 2023

To: Board of Trustees

From: Allison Purcell
Board Chair

RE: Community Conversations

Background

Community Conversations are time for parents, staff, students and the community to come together to have discussion with trustees. It is a time that has no formal agenda, they are held monthly and the locations are in a variety of locations/times across the city.

Community Conversations are a great time for trustees to hear from parents, staff, students and community about great ideas, share successes, bring forward issues and concerns.

Trustee Allison Purcell will provide an oral update on upcoming dates for Community Conversations.

Recommendation

It is recommended that the Board accept this as information and to share with their respective schools as able. It is further recommended that the information is shared publicly on the division website and other social media channels.

Respectfully submitted,

Allison Purcell